STATE OF NEW HAMPSHIRE
Department of Administrative Services
Division of Procurement and Support Services
Bureau of Purchase and Property
State House Annex
Concord, New Hampshire 03301

Date: **January 29, 2020**

NOTICE OF CONTRACT

COMMODITY: **Office Reconfiguration and Installation Services**

CONTRACT NO.: **8002599** **NIGP:** 931-4500

VENDOR: Materials Installations, Inc.
47 Depot Street
Merrimack, NH 03054

VENDOR # 258738

CONTACT PERSON(s): Shannon Dutton or Joseph Roberts
Tel. No.: (603) 429-0411
Fax No.: # (603) 429-0430
E-Mail: sdutton@matinst.com or jroberts@matinst.com

EFFECTIVE FROM: September 30, 2019 through September 30, 2022

PRODUCTS & PRICING:

Section I A - Installation Services Rates		
Description	**U/M**	**Unit Cost**
(Mon – Fri 7:30 am to 5:00 pm)		
Man hour rate for to disassemble monilithic panel systems, free standing furniture, Modular desks, files, equipment, appliances; bag parts and hardware for moving to same area location.	per hour	$44.00
Man hour rate for the Load, Delivery off site, Unload monilithic panel systems, free standing furniture, Modular desks, files, equipment, appliances; bag parts and hardware, etc.	per hour	$44.00
Man hour rate for the Load, Delivery, Unload monilithic panel systems, free standing furniture, Modular desks, files, equipment, appliances; bag parts and hardware, etc.	per hour	$44.00
Man hour rate for to assemble and/or place; monilithic panel systems, free standing furniture, Modular desks, files, equipment, appliances; bag parts and hardware for moving to same area location.	per hour	$44.00
Hourly rate for of one (1) box, under 24ft, truck and one (1) driver	per hour	$106.50
Hourly rate for of one (1) 24 ft box truck and one (1) driver	per hour	$106.50
Site supervisor, hourly rate	per hour	$44.00
Section I-B - Vendor Estimation to Reconfigure a		

standard 6x8 Work station		
Description	**U/M**	**Unit Cost**
Cost to disassemble one standard **Haworth** 6x8 unigroup work station w/ power; 2 pedestals, 1 overhead unit, panels - 2 sides	per hour	$44.00
Cost to assemble one standard **Haworth** 6x8 unigroup work station w/ power; 2 pedestals, 1 overhead unit, panels - 2 sides	per hour	$44.00
Section II-A - Vendor Rates for		
After hours Mon – Fri and weekends		
Description	**U/M**	**Unit Cost**
Man hour rate for to disassemble monilithic panel systems, free standing furniture, Modular desks, files, equipment, appliances; bag parts and hardware for moving to same area location.	per hour	$66.00
Man hour rate for the Load, Delivery off site, Unload monilithic panel systems, free standing furniture, Modular desks, files, equipment, appliances; bag parts and hardware, etc.	per hour	$66.00
Man hour rate for the Load, Delivery, Unload monilithic panel systems, free standing furniture, Modular desks, files, equipment, appliances; bag parts and hardware, etc.	per hour	$66.00
Man hour rate for to assemble and/or place; monilithic panel systems, free standing furniture, Modular desks, files, equipment, appliances; bag parts and hardware for moving to same area location.	per hour	$66.00
Hourly rate for of one (1) box, under 24ft, truck and one (1) driver	per hour	$128.50
Hourly rate for of one (1) 24 ft box truck and one (1) driver	per hour	$128.50
Site supervisor, hourly rate	per hour	$66.00
Section II-B -Reconfigure a standard 6x8 Work station Afterhours		
Description	**U/M**	**Uint**
Cost to disassemble one standard **Haworth** 6x8 unigroup work station w/ power; 2 pedestals, 1 overhead unit, panels - 2 sides	per hour	$66.00
Cost to assemble one standard **Haworth** 6x8 unigroup work station w/ power; 2 pedestals, 1 overhead unit, panels - 2 sides	per hour	$66.00
Section III - Small Installations ,Move and Drafting Services		
NOTE: Estimate does not include cost of materials/hardware required to adhere items to a surface.		

(Mon – Fri 7:30 am to 5:00 pm)		
Description	**U/M**	**Unit Cost**
Install a 48x96 board to a standard gyp. wall; white, cord, fabric, etc.	per hour	$44.00
Install a 48x96 glass board to a standard gyp. wall; white, cord, fabric, etc.	per hour	$44.00
Install a monitor arm for up to a 84" monitor to a standard gyp. wall;	per hour	$44.00
Install a monitor, up to a 84" monitor on a monitor arm on a standard gyp. wall;	per hour	$44.00
Install a TV, up to a 84" on a bracket on a standard gyp. wall;	per hour	$44.00
Install a TV bracket, up to a 84" on a standard gyp. wall;	per hour	$44.00
Install three (3) wall mounted shelves 36" wide on a standard gyp. wall;	per hour	$44.00
Install microwave under cabinet on a standard cabinets (hardware provided by end user)	per hour	$44.00
Install wall mounted items such as Defibulator, Fire Extinguishers, First aid kits, coat hooks on a standard gyp. wall;	per hour	$44.00
Install interior signage on a standard gyp. wall; Evacuation signs, ADA signage, information signage, pictures	per hour	$44.00
assemble metal shelving and gang together	per hour	$44.00
disassemble existing metal shelving	per hour	$44.00
disassemble and/or assemble ergonomic furniture, State provided; new or existing.	per hour	$44.00
Relocate PC, Monitors, phones, fax, printers; disconnect, move and reconnect	per hour	$44.00
Relocate furniture from room to room in a department and in a building. (per agency approved drawing) Furniture; desk units, files, bookcases, seating, tables, etc.	per hour	$44.00
Site supervisor, hourly rate	per hour	$44.00
Minimum trip requirements;	per hour	$44.00
After hours Mon – Fri and weekends		
Description	**U/M**	**Unit Cost**
Install a 36x48 board to a standard gyp. wall; white, cord, fabric, etc.	per hour	$66.00
Install a 48x96 board to a standard gyp. wall; white, cord, fabric, etc.	per hour	$66.00
Install a 48x96 glass board to a standard gyp. wall; white, cord, fabric, etc.	per hour	$66.00
Install a monitor arm for up to an 84" monitor to a standard gyp. wall;	per hour	$66.00
Install a monitor, up to an 84" monitor on a monitor arm on a standard gyp. wall;	per hour	$66.00

Install a TV, up to an 84" on a bracket on a standard gyp. wall;	per hour	$66.00
Install a TV bracket, up to an 84" on a standard gyp. wall;	per hour	$66.00
Install three (3) wall mounted shelves 36" wide on a standard gyp. wall;	per hour	$66.00
Install microwave under cabinet on a standard cabinets (hardware provided by end user)	per hour	$66.00
Install wall mounted items such as Defibulator, Fire Extinguishers, First aid kits, coat hooks on a standard gyp. wall;	per hour	$66.00
Install interior signage on a standard gyp. wall; Evacuation signs, ADA signage, information signage, pictures	per hour	$66.00
assemble metal shelving and gang together	per hour	$66.00
disassemble existing metal shelving	per hour	$66.00
disassemble and/or assemble ergonomic furniture, State provided; new or existing.	per hour	$66.00
Relocate PC, Monitors, phones, fax, printers; disconnect, move and reconnect	per hour	$66.00
Relocate furniture from room to room in a department and in a building. (per agency approved drawing) Furniture; desk units, files, bookcases, seating, tables, etc.	per hour	$66.00
Site supervisor, hourly rate	per hour	$66.00
Minimum trip requirements;	per hour	$66.00

PAYMENT & TERMS: Payments may be made via ACH. Use the following link to enroll with the State Treasury for ACH payments: https://www.nh.gov/treasury

INVOICING & PAYMENTS: Itemized invoices shall be submitted after completion of work to the requesting agency. Invoices shall be submitted for sections after work is completed in phased projects. All invoices shall describe in the quote with a schedule of payment per section complete. If work is done by purchase order no invoice shall be for more than the amount on the purchase order. Payment shall be paid in full within thirty (30) days after receipt of invoice and work ticket signed by agency representative for acceptance to the State's satisfaction.

Partial payments for large phased projects shall only be approved prior to purchase order inception. The purchase order shall state what work is complete to be invoiced in the description.

The invoice shall be sent to the address of the using agency under agreement.

DELIVERY TIME: Delivery of services shall be defined in each Request for Quote/State of Work (RFQ/SOW).

F.O.B.: F.O.B. Destination to any location within the State of New Hampshire

ORDERING: Installations are to be quoted per occurrence to all contractors. Agency shall issue a detailed Statement of Work (SOW) with number of employees, desks, work stations, tables, seating, computers, printers, MFP, copiers, fax machines, filing cabinets, appliances, etc. Quotes are to be submitted in written form as a hard copy, faxed or emailed to the requesting agency or agency representative. Quotes shall have

the following information:

- Date/s the installation service will start and end or approximate time.
- Quotes shall state all over time charges and the cost break down for them.
- Cost break down including man hours to pack, disassemble, load, move and install items such as; files, furniture of all types, white boards, cork boards, presentation boards, appliances, equipment, hardware-materials, truck use, etc. The cost of renting any required boxes or carts, and/or the cost to purchase boxes etc.
- Noting all special constraints at each site
- Include what will be required of the agency in preparation of the move/ installation
- Quote will be awarded to the lowest cost contractor meeting all requirements of the SOW
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Once low quote is accepted then any quoted work under $3,000.00 can be approved by the signature of authorized State personnel to approve work. Work then can be completed and invoiced. Payment will be on the detailed invoice. Quotes totaling $3,000.00 or more shall require the agency to enter a requisition into NH First (State's ERP system) and a Purchase Order for services will be issued to the Vendor by the Bureau of Purchase & Property. Once the Purchase Order is issued the work can start. Quotes are for firm fixed pricing. Invoices shall match the Purchase Order.

MINIMUM ORDERS: There is no minimum order required under this contract.

SCOPE OF SERVICES:

The Contractor shall provide all labor, including supervision, tools, materials, equipment, licenses, permits and incidentals required and/or implied for the complete and satisfactory performance of furniture and equipment installation services for State agencies in any state leased or owned buildings in the State of New Hampshire in accordance with the following overview and specifications.

2. Installations are to be quoted per occurrence to all contractors. Agency shall issue a detailed Statement of Work (SOW) with number of employees, desks, work stations, tables, seating, computers, printers, MFP, copiers, fax machines, filing cabinets, appliances, etc. Quotes are to be submitted in written form as a hard copy, faxed or emailed to the requesting agency or agency representative. Quotes shall have the following information:

    a. Date/s the installation service will start and end or approximate time.
    b. Quotes shall state all over time charges and the cost break down for them.
    c. Cost break down including man hours to pack, disassemble, load, move and install items such as; files, furniture of all types, white boards, cork boards, presentation boards, appliances, equipment, hardware-materials, truck use, etc. The cost of renting any required boxes or carts, and/or the cost to purchase boxes etc.
    d. Noting all special constraints at each site
    e. Include what will be required of the agency in preparation of the move/ installation
    f. Quote will be awarded to the lowest cost contractor meeting all requirements of the SOW
3. Once low quote is accepted then any quoted work under $3,000.00 can be approved by the signature of authorized State personnel to approve work. Work then can be completed and invoiced. Payment will be on the detailed invoice. Quotes totaling $3,000.00 or more shall require the agency to enter a requisition into NH First (State's ERP system) and a Purchase Order for services will be issued to the Vendor by the Bureau of Purchase & Property. Once the Purchase Order is issued the work can start. Quotes are for firm fixed pricing. Invoices shall match the Purchase Order.

4. Change Orders shall be a separate quote for services and shall follow the same procedures as a regular quote for services. See 2. above.

5. The majority of the work shall be monolithic panel systems, office furniture, tables, seating, hanging boards, files, bookcases, metal shelving, computer equipment, copy machines, fax machines, multi-function printers, postal sorting/handling machines, appliances, microwaves, vending machines and miscellaneous equipment. The Contractor shall have the correct equipment to complete each install they have quoted.

6. Disassembling, moving and reassembling work stations for handling shall be clearly documented by Contractor. End user will provide the Contractor an agency approved floor plan which clearly states how to reinstall the work stations at the new location for the Contractor or the Contractor (for a fee) shall offer services to provide an installation drawing for work to be done. If Contractor provides such services, they shall submit a quote for these services to be approved by the agency. No work is to be done without agency approval of expenses. All Contractor provided drawings shall be approved by the agency and submitted to Bureau of Planning Management (BPM) for review and documentation. All drawing submitted to BPM shall be in DWG and PDF files unless an alternative method is agree upon by BPM.

7. Workstations, freestanding furniture and equipment of all types shall be disassembled, moved and reassembled according to the individual furniture manufactures specifications.

8. Small moves; Moving of furniture and equipment within or for a department in a building shall be quoted per the small installations and moves, Section II. These are moves of items to new locations in the building or to an outside storage; the agency shall submit an approved drawing or Word document explaining the new location for Contractor to quote. Contractor shall site verify the drawing for accuracy on more complicated moves. Moves that require code and/or regulation verification shall be submitted and approved by BPM contact, Gail Rucker, prior to any work being done.

9. Trash and recycling receptacles for each workstation and general recycling receptacles for the premises must be moved and distributed as part of the move, unless end user does not need them.

10. Copy machines and postal sorting/handling machines will be prepared for moving by others to be moved by the Contractor. Unpacking and preparation for operation of these machines will be completed by others. If Contractor is not equipped to move said equipment Contractor shall subcontract to others.

11. Installations and/ or small moves shall be scheduled and started within two (2) weeks of the official acceptance of the quote unless a specific date, which is agreed upon by the agency and the Contractor, is noted. All quotes must be valid for 90 days.

12. Contractor shall be responsible for removing all surplus installation related packing materials from the premises and disposing of it off site.

13. Contractor may be responsible for moving additional boxes, furniture, equipment, appliances to NH Surplus - White Farm for disposal or repurposing. This must be stated in the SOW and quoted accordingly. End user will coordinate and turn in the proper authorization forms to White Farm prior to Contractor delivery of furniture, equipment, appliances, etc. This service must be listed as a separate line item on the Contractor quote.

14. Contractor shall be responsible for adequately protecting areas such as, but not limited to, floors, walls, elevators, stairs, the premises, furniture, appliances and equipment. Contractor shall remove such protection from the premises before leaving the job site.

15. Elevator access may be required to be verified. Elevators to be padded when possible.

16. Contractor shall verify dock and/or entry access while they are quoting individual projects.

17. Contractor must include the cost of making minor adjustments to items when placed in the new location, during the move in the quote for services, such as; table/ work surface height, feet

adjustments, leveling of furniture, files and bookcases, etc. as required or as directed by the agency representatives.

18. Contractor shall use agency approved drawings or location instructions to remove and place items in the new location. This may be submitted to the Contractor by the agency by drawing or written instruction. Agency shall allow Contractor a chance to site verify all work being quoted.

19. Contractor quote will be firm-fixed not to exceed to complete the scope of work in accordance with the SOW. No additional charges including fuel surcharges, unforeseen, or unplanned expenses will be accepted.

20. Contractor quote may include the cost of using cardboard boxes as well as the optional cost of using plastic bins. This cost must be a separate line item on the quote. Boxes and bins must be delivered to the premises for each quote no later than three (3) weeks prior to the move date, and removed from the premises within approximately one (1) week after the move is complete.

21. Contractor shall set a minimum and maximum box size and box weight they can move

22. Contractor shall specify to the end user if they will move filing cabinets full or empty and how the end user shall prepare them for the move in their quote.

23. Contractor shall give all drawings completed for the end using agency to DAS, Department of Planning and Management, to the attention of Gail Rucker. These drawing shall be in a format agreed upon between the State (BPM) and the Contractor. Contractor may offer services to draw/draft installation drawings to complete the end users request. This service shall be quoted in a separate line item of the quote. If drawings were provided by BPM; then only as-built changes are required to be submitted to BPM at project completion.

24. Contractor may quote relocation services for all types of equipment, appliances, hanging items, miscellaneous furniture, electronic items, ergonomic items, etc.

25. All quotes shall be numbered and correlate to the purchase order, work order and invoice.

26. When Contractor is responsible for obtaining materials and hardware for installations, they may charge the State no more than cost +10%. The Contractor shall supply copies of itemized invoices with its billing to the State for verification of costs. Lack of itemized invoices shall result in the State's refusal to accept Contractor invoices. Contractor moving apparatus, equipment and/or supplies, etc., shall not be billable.

The Contractor shall provide at least one FULL-TIME site supervisor to oversee daily activities at each location. The supervisor shall be available and accountable during all working hours to oversee performance of all obligations.

For larger installs the Contractor must report daily at the start of the shift to agency project manager for daily dialogue, to review any special problems and to receive instructions relative to daily activities. The Contractor shall meet with agency project manager, or with designee, at the end of each work day, to sign a job completion checklist filled out by the Contractor. The signed checklist will constitute a daily record of the Contractor's compliance or noncompliance with the terms of the Contract.

The Contractor's supervisor must inspect all job sites at least twice (2) daily to ascertain that all personnel are performing in accordance with the specifications. The working supervisor shall also certify in writing that each area is cleaned and maintained in accordance with the provisions of this contract. The agency reserves the right to revise the checklist and make necessary changes as required.

The Contractor shall supply a competent and thoroughly trained supervisor to check, inspect and maintain records of all work performed. Supervisor shall possess and demonstrate a thorough knowledge and understanding of the designated work assignments, of the tools and equipment employed in the execution of this contract, and of the rules, regulations and standards of the State.

The Contractor's staff shall have diverse knowledge in the taking down and installation of multiple furniture systems and free standing furniture. Furniture includes, but not limited to: Allsteel, Haworth, Herman Miller, Steelcase, Teknion

Unless directed otherwise by the State, the Contractor shall:

- Perform work under in such a manner as not to interrupt or interfere with the operation of activities within the buildings and surrounding State of NH Facilities.
- Store its apparatus, supplies, materials and equipment in an orderly fashion so as not to interfere with the progress of the Contractor's work, the work of the State or any other vendor employed by the State.
- The Contractor is responsible for determining and accommodating any delays in route to or within the buildings due to such conditions as road construction, obstruction, assemblies, etc. The State is not responsible for any costs or delays related thereto.
- Dispose of any and all garbage, food containers, and related waste in proper disposal containers and/or remove said waste from the premises.
- The State is not responsible for Contractor equipment, tools apparatus, supplies left on site before, during or after work is complete on a project.

The Contractor shall provide all moving apparatus including, but not limited to, trucks, lifts, dollies, boxes, computer carts, carts, bins, protective blankets, supplies and labor to accommodate each installation request. Items to be moved will be tagged and inventoried with Contractor-provided color-coded identification labels, if required per installation.

The Contractor shall be able to work with and around other vendors per this contract. Other vendors shall include, movers, delivery vendor, security vendors, inspection personnel, construction personnel, other installation vendors etc. Contractor shall be notified of the vendors to be on site at the same time as them.

Except as otherwise provided in this Scope of Services, all services performed under this Contract shall be performed between the hours of 8:00 A.M. and 4:00 P.M. unless other arrangements are made in advance with the State. Any deviation in work hours shall be pre-approved by the Contracting Officer. The State requires ten-day advance knowledge of said work schedules to provide security and access to respective work areas. No premium charges will be paid for any off-hour work.

The Contractor shall not commence work until a conference is held with each State agency intending to utilize the Contractor's services, at which representatives of the Contractor and the State are present. The conference will be arranged by the State agency.

The State shall require correction of any defective work and the repair of any damages to any part of a building or its appurtenances caused by the Contractor or its employees, subcontractors, equipment or supplies. The Contractor shall correct, repair, or replace all defective work, as needed, to complete said work in satisfactory condition, and damages so caused in order to restore the building and its appurtenances to their previous condition. Upon failure of the Contractor to proceed promptly with the necessary corrections or repairs, the State may withhold any amount necessary to correct all defective work or repair all damages from payments to the Contractor.

The work staff shall consist of qualified persons completely familiar with the products and equipment that they will use. The Contracting Officer may require the Contractor to dismiss from the work such employees as the Contracting Officer deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed to be contrary to the public interest or inconsistent with the best interest of security and the State.

Neither the Contractor nor its employees or subcontractors shall represent themselves as employees or agents of the State.

While on State property the Contractor, its employees, and its sub-contractors shall be subject to the authority and control of the State, but under no circumstances shall such persons be deemed to be employees of the State.

All personnel shall observe all regulations or special restrictions in effect at any State agency location at which services are to be provided.

The Contractor's personnel shall be allowed only in areas where services are to be provided. The use of State telephones by the Contractor, its employees, or its sub-contractors is prohibited.

If sub-contractors are to be utilized, Contractor shall provide information regarding the proposed sub-contractors including the name of the company, their address, contact person and three references for clients they are currently servicing. Approval by the State must be received prior to a sub-contractor starting any work.

QUESTIONS: Direct any questions to Jeff Haley, 603-271-2202 or Jeffrey.Haley@das.nh.gov